



2024 Paid Internship Opportunities

Special Collections Section, Private Collections Intern: The Private Collections Paid Internship will provide training and education in the archival field by giving hands-on experience working on collections with the State Archives of North Carolina's (SANC) Private Collections unit under the guidance of professional archivists.

The internship will provide a breadth of training with tasks that could include: an initial review of a collection and development of a processing plan; weeding, arranging, and describing materials; researching and writing historical/biographical and scope/contents notes; and updating the online content management system. The internship will conclude with products such as blog posts and presentations.

The collections have been chosen by SANC Special Collections staff to provide a broad range of experiences. The internship will be hosted onsite at the Archives and History Building in Raleigh during business hours of Monday-Friday, 8am to 5pm with flexibility on the days and times agreed upon by the archives' staff and the intern.

Candidates interested in this opportunity should complete an application and include their resume, cover letter, and transcript (unofficial) to be considered. Interviews with selected applicants will provide an opportunity to speak with the project supervisor and learn more about the position.

Education Requirements: The ideal candidate must be nearing graduation or a recent graduate with a concentration in history, library science, or a related field.

Estimated hours: Up to 300 hours total; work must be completed January – May 2024.

Salary for this position is \$15.00/hr.

Deadline is December 15, 2023.